

Creating a Healthy School Environment Grant and Awards Program Building Sustainable and Lasting Changes in Schools 2016-2017 Final Reporting Guidelines

Mark Your Calendar:

Post-program survey due by **May 31, 2017**

- When completed, you will receive results from your baseline and post-program surveys. Please complete prior to May 31st if you would like to use these results in your final report.

Final report due by **May 31, 2017**

- Report on expenditures, program outcomes and data.

All grant funds must be spent by **May 31, 2017**

Final Report Sections:

1. **Expenditure Responsibility Sheet**
 - a. Complete each section, print and sign
2. **Narrative**
 - a. Page 2 of the expenditure responsibility sheet provides questions to use as a guide.
 - b. Use specific examples.
 - c. Discuss how goals were met.
 - d. Describe any results from data.
 - e. Share press, media coverage and publications.
 - f. Report on any findings from baseline and post-program surveys.
3. **Data and Statistics**
 - a. Report data points that you indicated in your application under the "quantitative/measurable pre-post program" section
 - b. Do NOT include any student names.
 - c. Include charts, tables and graphs.
 - d. Write a description for each graph.

Compile and Submit Report to: (Send both)

(1) Mail a Hard Copy to:
Tracey Pollard
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120 Fifth Ave, Suite 1733
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(2) Email Electronic Copy to: (both)
Jane Brooks: jane.brooks@highmark.com
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Need Assistance? Please contact Pamela Witt at pwitt@psu.edu or call 717-531-1440 ext. 3